



**DUNN COUNTY CLERK OF COURTS**  
**KATIE M. SCHALLEY, CLERK**  
615 Stokke Pkwy, Suite 1500  
Menomonie, WI 54751  
Phone: 715-232-2611  
Fax: 715-232-6888



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**Erin Metcalf**  
Office Manager  
715-231-6622

**Lisa Crouse**  
Register in Probate  
Probate Registrar  
715-232-6782

Dear Litigant:

Enclosed you will find copies of your paperwork which require personal service. You will need to make arrangements to have these documents served on the other party. Service can be made by the Sheriff's Office, one of the process servers listed below, or any other process service available to you.

The Process Server will return the proof of service to you upon completion of service. You will need to file the proof of service with the Clerk of Courts office. Their fee will be based upon mileage and number of attempts. **Please call them for information regarding fees as a deposit may be required, or with any questions you may have regarding completion of service.**

Dunn County Sheriff's Office  
615 Stokke Parkway  
Menomonie, WI 54751  
Civil Process Deputy 715-231-2921

McRoberts Process Serving  
Scott McRoberts  
N1024 340<sup>th</sup> Street  
Menomonie, WI 54737  
715-283-4461

Chippewa Valley Process Service  
Angela Owen  
2402 Ridgeview Drive #206  
Eau Claire, WI 54701  
[www.ChippewaValleyProcess.com](http://www.ChippewaValleyProcess.com)  
Email: [cvpserv@gmail.com](mailto:cvpserv@gmail.com)